

32212-000

22.02.00.0009

MEETING MINUTES NAS JAX  
PARTNERING MEETING  
JULY 26 & 27, 1994  
TALLAHASSEE

ATTENDEES: DANA GASKINS SD BILL RASPET NAS JAX  
JAMES MALONE SD KEVIN GARTLAND NAS JAX  
JAMES HUDSON EPA MIRIAM LAREAU NAS JAX  
JORGE CASPARY FDEP TOM TRAINOR ABB-ES  
WANDY BROWNE MGMT EDGE

CONSULTANTS: FRED BRAGDON ABB-ES CC: PETER REDFERN ABB  
GREG BROWN ABB-ES HERMANN BAUER BEI  
J.TREMAINE ABB-ES AM WEAVER ABB  
GOPI K. ABB-ES

TEAM HUDDLE, TEAM MEMBER GREETING & CHECK IN

TEAM ROLES: KEVIN GARTLAND - CHAIR, TIME KEEPER, GATE KEEPER  
TOM TRAINOR - RECORDER  
JAMES MALONE - TIER II LINK

TEAM GROUND RULES REVIEW - KEVIN READS TEAM GROUND RULES TO THE  
GROUP. CHANGES: #9 CHANGE CATHERINE TO CONSULTANT  
#25 CHANGE CONTRACTOR TO CONSULTANT

TEAM DISCUSSION ON EXIT AND ENTRANCE PROCEDURES

\* MIRIAM'S REPLACEMENT WILL JOIN US AT THE ATLANTA PARTNERING  
MEETING 16 AND 17 AUGUST, FRED MILTON RETIRED ARMY LT COLONEL

\* TOM PRESENTS LOGIC FOR RETAINING ANN MARIE ON THE NAS JAX  
PROJECT TEAM AND CATHERINE TO TRANSFER DUTIES TO BRAC COINCIDENTLY  
WITH ORANGE PARK OFFICE EXPANSION.

\* TEAM DISCUSSES PROCESS FOR EXIT PROCEDURE- A PICTURE OR  
PICTURES IN A FRAME WILL BE PRESENTED TO THE EXITING MEMBER.

KEVIN WILL BRING POLAROID TO ATLANTA MEETING TO TAKE PICTURES  
AND WILL HAVE FRAMED, PROVIDE TO DANA TO GIVE TO JOEL.

\* ANN MARIE WILL RETURN TO THE TEAM AS A CONSULTANT, WILL NOT  
TRAVEL WITH THE TEAM BUT WILL ATTEND MEETINGS IN JACKSONVILLE.

\* TEAM CONSENSUS ON NEW MEMBER PROCEDURE: 1. ADVANCE NOTICE OF  
PROPOSED NEW MEMBER 2. TEAM DISCUSSION AT NEXT MEETING 3. REACH  
CONSENSUS EITHER WAY 4. BRING NEW MEMBER/OR NOT TO NEXT MEETING.

\* WANDY LEADS OPEN DISCUSSION CONCERNING JOEL EXIT-NO NOTES.

WANDY PRESENTS THOUGHTS ON CONSENSUS:

1. LISTEN CAREFULLY AND BE OPEN MINDED
2. AVOID CHANGING YOUR MIND TO AVOID CONFLICT
3. DO NOT "VOTE"
4. DO NOT "HORSE TRADE"
5. WELCOME DIFFERENCE OF OPINION

YOU HAVE REACHED CONSENSUS WHEN:

1. YOUR POINT OF VIEW HAS BEEN HEARD AND CONSIDERED BY THE  
TEAM
2. YOU HAVE CONSIDERED EVERYONE'S POINT OF VIEW
3. YOU CAN LIVE WITH THE DECISION

4. YOU CANNOT SABOTAGE THE DECISION AFTERWARDS
5. SILENCE IS NOT CONSENSUS

#### REVIEW OF LAST MEETING'S ACTION ITEMS

- \* MEETING FORMAT IS ADOPTED AS PRESENTED AT LAST MEETING
- \* JORGE TO SET UP MEETING WITH FDEP RCRA PEOPLE TO DISCUSS OU 2 CLOSURE PERMIT REQUIREMENTS; FDEP STATES THAT SOME OF THE ISSUES INVOLVED ARE HSWA (HAZARDOUS AND SOLID WASTE AMENDMENTS) CONCERNS AND ANSWERS WILL HAVE TO COME FROM EPA; JORGE WILL HAVE A WRITTEN RESPONSE TO PETER'S LETTER TO NUZIE DATED 13 JULY BY FRIDAY 5 AUGUST ; JAMES TO HANDLE EPA HSWA ISSUES SINCE HE WAS A RCRA GUY
- \* KEMEN TEST CELL SOILS WILL BE DEALT WITH AS A TANKS ISSUE AND KEPT OUT OF THE OU2 RI/FS; SOIL REMEDIATION MAY HOWEVER STILL TAKE PLACE IN/AT THE SOIL ROASTER SET UP FOR THE OU 2 SOILS.
- \* ACCORDING TO THE FDEP-JORGE STATES-THE POLISHING POND IS NOT CONSIDERED A WETLAND TO BE PROTECTED OR MITIGATED ALONG WITH SEDIMENT REMEDIATION; HABITAT PROTECTION IS NOT NECESSARY. JOHN MITCHELL WITH FDEP STATED THAT AN OPTION TO MAINTAIN WETLANDS ASSOCIATED WITH THE POLISHING POND WOULD BE NICE BUT NOT NECESSARY; FEMA FLOOD MAPS SHOW POLISHING POND NOT TO BE LOCATED IN THE 100-YEAR FLOOD PLAIN, THEREFORE FEMA FLOOD ARARS DO NOT APPLY
- \* RECENT OU 1 ANALYTICAL DATA TRANSFERRED FROM ABB TO BEI-COMPLETE
- \* DANA STATES THAT OU 1 GW WILL GO FFS AS OPPOSED TO EE/CA
- \* NAVY WORK PLANS DO INDEED MEET CITY OF JACKSONVILLE REQUIREMENTS ACCORDING TO BILL AND JERRY YOUNG
- \* BK MOORING HAS RECEIVED ABB COMMENTS TO BEI RADIOLOGICAL WORK PLAN AND HAS INITIATED DISCUSSIONS WITH ABB AND BEI AND WILL COORDINATE A MEETING TO RESOLVE---MEETING NOW SET FOR TUES 9 AUGUST 8 AM TO NOON OMNI HOTEL CHARLESTON

THE TEAM PROCEEDED WITH AN EXTENSIVE REVIEW OF ALL ONGOING TASKS AT THE STATION INCLUDING OU 1 OU 2 OU 3 AND BASE-WIDE ISSUES

#### STATUS OU 1 -- LNAPL

- \* FINAL PROPOSED PLAN COMMENT PERIOD ENDED 7/25, ONE COMMENT FROM MR. JOHN AUSTIN "NAVY CAN'T WRITE"
- \* DRAFT IROD COMMENTS DUE FROM EPA--JAMES HUDSON 2 AUGUST TO DANA, JAMES WILL ALSO FAX TO ABB-ES
- \* ABB WILL INCORPORATE COMMENTS, FINAL IROD AND SUBMIT TO DANA BY 8 AUGUST
- \* DANA TO DELIVER FINAL IROD TO STATION 12 AUGUST FOR COMMANDING OFFICER'S SIGNATURE BY 15 AUGUST
- \* LNAPL RAC EBASCO WILL INCORPORATE WP COMMENTS INTO FINAL DESIGN--DONE-- WE HAVE FINAL WP FROM EBASCO, DANA WILL PROVIDE FINAL WP TO TEAM--ABB ALREADY HAS FINAL WP FROM EBASCO
- \* DANA ACTION TO INFORM TEAM WHEN EBASCO WILL START WITH REMEDIAL ACTION
- \* TOM TO DISCUSS WITH BK MOORING LEVEL OF ABB TECH SUPPORT TO EBASCO NECESSARY---TT DID DISCUSS THIS WITH BK FRI JULY 29-BK NOT

SURE WHAT LEVEL OF SUPPORT IF ANY WILL BE REQUIRED--WILL DISCUSS FURTHER WITH BK TUES 9 AUGUST IN CHARLESTON 8 AM

\* GREG BROWN MENTIONED THAT TIMING CONCERNS ABOUT LNAPL TRENCH SOIL MATERIAL BEING STOCKPILED AT OU 1 NEAR EXISTING IDW PITS AFTER RADIOLOGICAL SURVEY IS COMPLETE SO AS NOT TO INTERFERE--BILL TO COORDINATE THIS WITH ROICC AND RACS

STATUS OU 1 -- OVERALL RI

\*JORGE ASKS CAN DRAFT ROD FOR OU 1 BE SUBMITTED BY JULY 1995, THIS TRIGGERS AN OPEN DISCUSSION ABOUT WHAT REALLY NEEDS TO BE DONE AT OU 1 TO GET AN RI REPORT COMPLETE

STATUS OU 1 --RADIOLOGICAL SURVEY

\* DANA TO FINAL ABB TECH SUPPORT SOW BY MONDAY 1 AUGUST--DONE AND RECEIVED BY ABB 1 AUGUST

\* CLEANUP CRITERIA PROPOSED BY BEI NOT PRACTICAL FOR PURPOSE OF TASK, ABB SUGGESTS THE RAC WP BE MODIFIED TO CHARACTERIZE RADIOLOGICAL LEVELS AND IDENTIFY ANY HOT SPOTS FOR REMOVAL AS PART OF PREFERRED OU 1 REMEDY SOMEWHAT CONCURRENTLY WITH HEALTH PHYSICS MONITORING TO OBTAIN RISK SURFACE SOIL SAMPLES

\* DANA TO ARRANGE WITH BK MOORING A MEETING BETWEEN BEI AND ABB AND STATION AND SOUTH DIV TO TALK ABOUT MODIFYING BEI WORK PLAN TO REFLECT SURVEY AS A CHARACTERIZATION EFFORT NOT TIED TO 5/15 PICOCURIES REMOVAL CRITERIA; ID HOT SPOTS THAT SHOULD BE REMOVED FROM A HUMAN HEALTH RISK STANDPOINT

\* JAMES HUDSON EPA ACTION TO ARRANGE WITH ABB A TELECONFERENCE TO DISCUSS RISK CONCEPTS AND APPROACH TO DETERMINE ACTUAL NEEDS TO SAMPLE SURFACE SOIL AND FINALIZE RISK FOR SOILS AT OU 1 (FRED SLOAN?)

STATUS OU 1 --GW INTERIM REMEDIAL ACTION

\* ABB PLAN OF ACTION HAS BEEN WITH SOUTH DIV SINCE MID JUNE (MOD 14) FOR CONTAMINANT PLUME REDUCTION TIED TO PUMP TEST VALIDATION FOR USGS GW MODEL AS A REVISION TO CONTAMINANT PLUME STABILIZATION; USGS MODEL NOW SHOWS OU 1 GW DISCHARGING TO SURFACE WATER AND NOT MIGRATING FURTHER OFFSITE

\* THE HOTTEST VOC AREA APPEARS TO BE BENEATH HOUSING AND NOT BENEATH OU 1 LANDFILL, THIS IS AN INTERPRETATION AND IS NOT YET CONFIRMED, WE NEED TO RUN THE PUMP TEST TO CALIBRATE THE USGS MODEL BUT DO NOT NECESSARILY NEED TO TIE IT TO AN EXTRACTION WELL FOR PLUME STABILIZATION SINCE IT APPEARS THAT THE PLUME IS ALREADY STABLE NOR DO WE NEED TO TIE IT TO AN EXTRACTION WELL FOR PLUME REDUCTION FOR NOW BECAUSE A RISK EXPOSURE PATHWAY MAY NOT BE APPARENT.

\* ABB WILL PROCEED WITH A SURFACE WATER RISK DETERMINATION USING THE FDEP SURFACE WATER NUMBERS TO COMPARE (STATE CLASS III OR IV SURFACE WATER STANDARDS) TO DETERMINE IF WE HAVE A POTENTIAL IMMEDIATE RISK TO HUMAN HEALTH CONTACT WITH THE HOUSING DITCH

SURFACE WATER

\* ABB WILL COORDINATE WITH USGS FOR POSITIONING FOR THE PUMP TEST WELL LOCATION; THE TEAM INDICATES THAT IT WOULD BE BEST IF THE LOCATION OF THIS PUMP TEST WELL BE WITHIN THE CONTAMINANT PLUME AND RECOGNIZES THAT HANDLING OF THE 20 TO 25,000 GALLONS OF CONTAMINATED GW THAT THE PUMP TEST WILL GENERATE WILL REQUIRE TREATMENT PRIOR TO DISCHARGING TO THE BASE WASTE WATER TREATMENT FACILITY


\* ABB WILL AGAIN REVISE THE EXISTING GW POA TO REFLECT 1. INTERFACE WITH USGS TO RUN PUMP TEST 2. FOCUSSED FS FOR GW HOT SPOTS WITH A POTENTIAL FOR IN-SITU GW TREATMENT IF FEASIBLE AND EFFECTIVE

\* ABB (FRED BRAGDON) PRESENTS THE NEED TO TWEAK OUR UNDERSTANDING OF THE NORTHERN EDGE OF THE PLUME NEAR THE 4TH TEE; ANALYSIS RESULTS SHOW AN INCONSISTENCY FOR SHALLOW 6 TO 12 FEET VOC CONCENTRATIONS; RECOMMEND UP TO SIX DPT LOCATIONS AND FIELD GC; THIS WORK WOULD ALREADY BE FUNDED AND WOULD REQUIRE NO ADDITIONAL CONTRACTUAL PAPERWORK; TEAM GIVES THE GO AHEAD FOR THIS ACTION; FRED TO COORDINATE AND IMPLEMENT IN AUGUST

\*\*\* A NOTE TO THE TEAM \*\*\* THE OU 1 GW FFS SCHEDULE WILL BE IMPACTED BY NEED TO OBTAIN PUMP TEST RESULTS AND TO FURTHER DELINEATE NORTHERN EDGE OF PLUME

STATUS OU 2 -- IRA PSC'S 2,41,43

\* TEAM CONSENSUS REACHED TO SUBMIT RI/FS REPORT COINCIDENTLY WITH PROPOSED PLAN AND DRAFT IROD (START OF FINAL PP 45 DAY COMMENT PERIOD)

 \*\* ABB PROVIDE OU 2 PP 5 AUGUST  
\*\* STATION PUBLISH OU 2 PP 10 AUGUST (START 45 DAYS)  
\*\* ABB PROVIDE FRI/FS & IROD ~~12~~ 16 AUGUST → 16  
\*\* STATION FACT SHEET 26 AUGUST  
\*\* SOUTHDIV FINAL IROD TO STATION 25 SEPT FOR CO'S SIGNATURE TO MEET 30 SEPT DEADLINE

SCHEDULES--OU 1 RI/FS KEY MILESTONES AND ISSUES (FUNDED)

* DRAFT BLRA	MARCH 95
* DRAFT RI	APRIL 95
* DRAFT FS	JUNE 95 (TREATABILITY STUDY PART OF FS)
* DRAFT PP	JULY 95 (TEAM FS REVIEW NOW 30 DAYS)
* DRAFT ROD	AUGUST 95 (COMPRESSED FROM DEC 95)
* SIGNED ROD	SEPT 95 (END OF FY 95)

IT IS A MUST TO REOPEN RISK DISCUSSIONS BETWEEN EPA (JAMES HUDSON, FRED SLOAN, ELMER AIKEN) FDEP (JORGE CASPARY, LIGIA) AND ABB (MARLAN DULANEY, MIKE MURPHY, FRED BRAGDON AND TOM TRAINOR) CONCERNING RISK AT OU 1 SOILS

SCHEDULES--OU 2 PSC 3,42 IRA KEY MILESTONES & ISSUES (FUNDED)

 \* DRAFT FOCUSSED RI/FS AUGUST 94  
\* DRAFT PP/IROD SEPT 94  
\* FINAL IROD DEC 94 (COMPRESSED FROM 2/95)


NOTE: INCREASE PP PUBLIC COMMENT PERIOD FROM 30 TO 45 DAYS  
DECREASE TEAM REVIEW OF PP/IROD FROM 90 TO 30 DAYS

SCHEDULES--OU 2 WIDE RI/FS KEY MILESTONES & ISSUES (NOT FUNDED)

\*DRAFT BLRA JULY 95  
\*DRAFT RI SEPT 95  
\*DRAFT FS NOV 95

NOTE: TEAM QUESTION TO ABB--WHY DOES DRAFT BLRA COME OUT ONE MONTH  
PRIOR TO DRAFT RI IN ALL CASES?


SCHEDULES--OU 3 EE/CA 106 & 780 KEY MILESTONES & ISSUES (NOT FUNDED)

 \* NOTICE TO PROCEED AUGUST 94 (POA TO SODIV 6/94)  
\* DRAFT PERFORMANCE REQ. NOV 94  
\* DRAFT EE/CA DEC 94  
\* PUBLIC COMMENT PER.START FEB 95

NOTE: JAMES HUDSON ASKS THAT IF AFTER IN-SITU TESTS ARE COMPLETED  
IN OCT 94 AND SHOW A SUCCESSFUL TECHNOLOGY WE SHOULD CONSIDER  
OPERATING ON A PILOT SCALE WHILE EE/CA REPORTS AND PAPERWORK  
CATCHES UP RATHER THAN WAITING-----ANSWER----- THE IN-SITU  
TESTING APPARATUS IS NOT CONDUCIVE TO OPERATING AS A PILOT SCALE  
REMEDIAL ACTION.

THE STATION INDICATED THAT IT WILL KEEP THE PUBLIC INFORMED  
VIA FACT SHEETS-MIRIAM

SCHEDULES--OU 3 OVERALL RI/FS KEY MILESTONES AND ISSUES (NOT FUNDED)

 \* TEAM WOULD LIKE TO AWARD FIELD WORK BY DEC 94; THE TEAM  
INDICATED THAT EVERY EFFORT WOULD BE MADE TO AWARD FIELD  
WORK THRU THE ROD BY DEC 94  
\*TEAM INDICATED THAT ABB RESPONSE TO COMMENTS NEED TO BE  
ADDRESSED EITHER VIA TELECONFERENCE OR IN A FACE TO FACE  
MEETING; RESPONSES NEED TO BE DOCUMENTED AND DISTRIBUTED  
TO THE TEAM  
\* EPA--JAMES HUDSON AND ABB--PETER REDFERN NEED TO ARRANGE  
A TELECON TO DISCUSS EPA COMMENTS TO OU 3 WORK PLAN; THOSE  
COMMENTS NOT RESOLVED OVER THE PHONE WILL BECOME AN AGENDA  
ITEM AT THE ATLANTA 16 & 17 AUGUST PARTNERING MEETING.

SCHEDULES--OU 3 PLATING SHOP 101 KEY MILESTONES & ISSUES

- \* REMEDIAL ACTION CONTRACTOR (RAC) EBASCO IS FUNDED
- \* ABB TECH SUPPORT IS NOT YET FUNDED
- \* MEETING SET FOR TUES 2 AUGUST AT STATION TO DISCUSS RCRA ISSUES--DIANE LANCASTER, BILL RASPET, KEVIN GARTLAND, ROICC EBASCO AND ABB
- \* THIS IS A TIME CRITICAL SITUATION ONLY AFTER THE BUILDING COMES DOWN AND EXPOSURE IS POSSIBLE
- \* RAC WORK PLAN IS NOT YET FINAL
- \* THIS IS A RCRA AND CERCLA REMOVAL FOR THE RAC
- \* RCRA INVOLVEMENT IS LIMITED TO THE PIPES BENEATH THE PAD AND THE TANKS OUTSIDE THE PAD + piping Q/S *underly to left sta + piping*
- \* CERCLA INVOLVEMENT ON SOILS ONLY
- \* TEAM AGREES NO EE/CA NEEDED FROM ABB; WILL USE RAC WORK PLAN ONLY-- FINAL IS DUE WHEN?
- \* ABB WILL PROVIDE TECH SUPPORT IN FORM OF RCRA CLOSURE OVERSIGHT AND CERCLA SOILS REMOVAL OVERSIGHT TO BE SURE THE APPROVED WORK PLAN IS FOLLOWED
- \* RAC WORK PLAN WILL BE PROVIDED TO THE TEAM BY SODIV----  
----QUESTION AS TO WHY WP WILL CONTAIN-- IN-SITU SOILS TREATMENT OR EX-SITU TREAT AND DISPOSE? WILL IT INCLUDE MONITORING WELLS? IS THIS WP ACTUALLY A MINI FS?
- \* PUBLIC NOTICE WILL BE IN THE FORM OF A FACT SHEET FROM MIRIAM, TEAM INDICATES THAT OUR ONLY RESPONSE TO CERCLA REQUIREMENTS WILL BE IN THE FORM OF THESE FACT SHEETS

SCHEDULES--RDS SITE-WIDE

- |   |           |
|---|-----------|
| * FIRST PSC APPENDICES AVAILABLE                | AUGUST 94 |
| (DANA AND TOM TO ABB VIRGINIA OFFICE 4 AUGUST)  |           |
| * TEAM COMPLETE REVIEW OF 1ST PKG OF APPENDICES | SEPT 94   |
| * NFRAP PP/IROD START                           | NOV 94    |
| * SITE SCREENING FIELD WORK START               | DEC 94    |
| * RI/FS FURTHER REMEDIAL ACTION START           | JAN 95    |
| * ALL PACKAGES PSC APPENDICES DUE               | MAR 95    |

NOTE: AUGUST PARTNERING AGENDA TO INCLUDE DISCUSSION OF 1ST PSC APPENDIX PACKAGE  
WHO IS TO DO SITE SCREENING? EPA? ABB?  
JAMES HUDSON TO REVIEW EPA'S FISCAL ABILITY TO DO SITE SCREENING AND REPORT AT AUGUST PARTNERING MEETING.

DANA LEADS DISCUSSION OF FY94 DERA EXECUTION PLAN FUNDING

- \* DANA/BILL TO CLARIFY AND STANDARDIZE DESCRIPTIONS
- \* DANA TO PROVIDE ACRONYM LIST AND DEFINITIONS OF COLUMN TITLES
- \* THE POTENTIAL EXISTS TO APPLY CLEAN-UP MONEY NOT TO BE USED AT OU 1 GWE (\$1 MILLION) TO BASE PUBLIC WORKS OR TO DRMO FOR WASTE DISPOSAL; OU 1 GW PUMP TEST AND HOT SPOT FFS WILL NOW USE STUDY MONEY AND NOT CLEAN-UP MONEY BECAUSE AN EXTRACTION IS NOT WARRANTED AT THIS TIME.

KEVIN LEADS DISCUSSION OF STATION PUBLIC AFFAIRS OFFICE NEW PERSON

- \* FRED MILTON WILL BE AT ATLANTA MEETING 16 & 17 AUGUST AND AT EACH SUCCESSIVE MEETING AS A SUPPORT PERSON
- \* MIRIAM WILL PHASE OUT OVER NEXT 2 TO 3 MONTHS
- \* NEXT MEETING AGENDA TO INCLUDE TEAM DEFINITION OF A SUPPORT PERSON

KEVIN LEADS DISCUSSION OF TEAM DEFINITION

- \* THERE ARE FIVE TEAM ENTITIES
- \* THERE ARE SEVEN FULL MEMBERS (CONSENSUS MEMBERS)
- \* AT LEAST ONE MEMBER FOR EACH ENTITY IS NECESSARY TO HAVE A CONSENSUS MEETING
- \* THERE CAN BE FIVE, SIX OR SEVEN CONSENSUS MEMBERS AT ANY GIVEN CONSENSUS MEETING
- \* FOR A CONSENSUS DECISION ALL FULL MEMBERS PRESENT AT A GIVEN MEETING MUST ACHIEVE CONSENSUS
- \* A PLANNED MEETING CAN CONTINUE IN THE EVENT OF EMERGENCY ABSENTEEISM HOWEVER THE CONSENSUS DECISION MUST BE POSTPONED UNTIL AT LEAST ONE MEMBER FROM EACH ENTITY IS PRESENT

ENTITY & MEMBER(S)

TIER 2 LINK--JAMES MALONE

EPA	JAMES HUDSON	SUPPORT	--MIRIAM LAREAU
FDEP	JORGE CASPARY		--AM WEAVER
NAS JAX	KEVIN GARTLAND		--HERMANN BAUER
	BILL RASPET		
ABB-ES	TOM TRAINOR		
	PETER REDFERN		
SODIV	DANA GASKINS		

WANDY READS "THE ABILENE PARADOX" TO THE TEAM  
WANDY REVIEWS "THE JOHARI WINDOW" WITH THE TEAM, TEAM RECOGNIZES THAT OUR OPEN WINDOW HAS ENLARGED.  
PARTNERING FLOWCHART-EACH PERSON IS ASSIGNED A STEP IN THE PROCESS AND ASKED TO DEVELOP A FEW SENTENCES DESCRIBING WHERE THE GROUP IS

IN THE PROCESS. TEXT FOR EACH STEP IS GIVEN TO JORGE WHO WILL CONSOLIDATE FOR PRESENTATION TO TIER 2.  
WANDY LEAD DISCUSSION OF SOURCES OF CONFLICT-2 PAGE HANDOUT ATTACH

NEXT PARTNERING MEETING IS AT MARIOTT MARQUIS IN ATLANTA 16 & 17  
AUGUST    START TIME 9 AM TUES 16 AUG                      END TIME 6 PM  
            START TIME 8 AM WED 17 AUG                      END TIME 5 PM  
CHAIR WILL BE DANA

ABB HAS RESERVED A BLOCK OF 15 ROOMS AT THE GOV RATE OF \$71.68 PLUS TAX FOR A TOTAL OF \$81.00 FOR BOTH NIGHTS MONDAY 15 AUG AND TUES 16 AUG (TOM, PETER, JORGE, BILL, KEVIN, MIRIAM, FRED MILTON, WANDY, HERMANN BAUER, CONRAD BERNIER, JESSE TREMAINE, FRED BRAGDON, GREG BROWN, DANA AND JAMES MALONE). INDIVIDUALS ARE RESPONSIBLE TO MAKE OWN RESERVATIONS PRIOR TO \*\*10 AUGUST\*\* BY CALLING DAWN LEANETTY AT THE MARRIOTT 404-521-0000.

THE SEPTEMBER PARTNERING MEETING ORIGINALLY SCHEDULED FOR 13-14 SEPT HAS A CONFLICT WITH THE NAVY IR CONFERENCE AT NAS BRUNSWICK MAINE WHICH IS DURING THE WEEK OF 12 SEPT. THE TEAM PROPOSES TO MEET AT ABB PORTLAND OFFICE 1 PM TO 6 PM THURS 15 SEPT AND 8 AM TO 5 PM FRI 16 SEPT.

THE OCTOBER PARTNERING MEETING IS TENTATIVELY SCHEDULED FOR 19 & 20 OCT IN JACKSONVILLE

#### AGENDA ITEMS FOR ATLANTA 16 & 17 MEETING

- 1) SOUTH DIV TO INVITE HERMANN BAUER OF BECHTEL
- 2) HOW DO WE INCORPORATE IRA/IROD IN RI/FS METHODOLOGY
- 3) OU 3 WORK PLAN RESPONSES TO EPA/FDEP COMMENTS NOT RESOLVED VIA TELECON PRIOR TO MEETING WILL BE DISCUSSED AND JAMES HUDSON WILL BRING EPA REVIEWERS TO THE MEETING AS APPROPRIATE.
- 4) DISCUSS 1ST RDS PSC APPENDICES/WHO WILL DO RDS SITE SCREENING
- 5) DEVELOP ROLE AND RESPONSIBILITY OF SUPPORT PEOPLE
- 6) REVIEW CONFLICT RESOLUTION NORM
- 7) BASE-WIDE RISK AS AN ISSUE (COMPOUNDED EXPOSURE)

# LIST OF ACTION ITEMS FROM JULY MEETING

- 1 NAS JAX TEAM MEMBERS TO VERIFY NO OR MINIMAL CONFLICT WITH IR CONFERENCE PROCEEDINGS IN BRUNSWICK AND OUR SEPT PARTNERING MTG
- 2 JORGE TO CONSOLIDATE PARTNERING FLOWCHART TEXT FOR EACH STEP AS DEVELOPED BY THE TEAM AT THE JULY MTG
- 3 JAMES TO REVIEW EPA FISCAL ABILITY TO PROVIDE RDS SITE SCREENING *WIS. Right now EPA is pulling short on \$ per James. James to get back to TEAM w/ answer*
- 4 DANA TO CLARIFY/STANDARDIZE DERA EXECUTION PLAN DESCRIPTIONS AND PROVIDE ACRONYM LIST AND DEFINITIONS OF COLUMN TITLES *will be attached to next execution plan. Bill Raspet will come up w/ description*
- 5 DANA/BILL CAN CLEAN-UP MONEY BE SHIFTED TO BASE PUBLIC WORKS OR DRMO FROM \$1 MILLION NOT TO BE USED AT OU 1 GW EXTRACTION FOR WASTE DISPOSAL *Cap't. Co access physical year funding/Bill Raspet. will carry over to end of physical year 96*
- 6 JAMES/PETER ARRANGE FOR AND HAVE OU 3 WORK PLAN TELECON TO RESOLVE EPA COMMENTS PRIOR TO ATL MTG AND PLACE REMAINING ISSUES ON AGENDA FOR TUES 16 AUGUST DISCUSSION. JAMES TO BRING EPA REVIEWERS TO TUES 16 AUGUST MTG IF ISSUES REMAIN--WORK OUT TIME WITH CHAIRPERSON--DANA--SUGGEST EARLY AFTERNOON TUES. IF NECESSARY.
- 7 PETER/BILL TO ATTEND 2 AUG MTG AT STATION @ RCRA OU 3 PLATING SHOP BUILDING 101 - *DONE*
- 8 DANA/SODIV TO PROVIDE RAC EBASCO PLATING SHOP WORK PLAN TO EPA AND FDEP *they have the WP*
- 9 JAMES/TOM ARRANGE FOR AND HAVE OU 1 SOILS RISK TELECON CONCEPTS AND APPROACH FOR SURFACE SOILS (FRED BRAGDON TO PROVIDE FIGURES OF SOIL SAMPLE LOCATIONS AND DEPTHS )
- 10 ABB TO MAKE ARRANGEMENTS FOR ATL MTG AND INFORM TEAM
- 11 ABB TO ACT ON OBTAINING ADDITIONAL GW SAMPLES OU 1 NORTHERN EDGE OF PLUME AND VERIFY THAT LAB FOR CONFIRMATORY SAMPLE ANALYSIS IS STILL UNDER CONTRACT *per conducted DPT test w/ 2 samples @ Coln w/ sample results in 30 days*
- 12 ABB PROVIDE OU 2 PP BY 5 AUG AND STATION TO PUBLISH BY 10 AUG *DONE*
- 13 ABB TO LOOK AT OU 1 GW TO SURFACE WATER INFLUENCE AS POTENTIAL RISK TO HH IN COMPARISON TO STATE CLASS III/IV SURFACE WATER STANDARDS; NOTE ABB DID SOME TIME AGO CONDUCT THIS AND NOW WILL REDO TO COMPARE TO RECENT FDEP SW STANDARDS
- 14 ABB TO COORDINATE WITH USGS FOR PUMP TEST WELL LOCATION AND REVISE JUNE 94 POA AS APPROPRIATE *underway - POA will be revised in to SODIV by 8/19*
- 15 JAMES TO PROVIDE EPA COMMENTS ON LNAPL DRAFT IROD BY 2 AUG - *yes*  
 ONCE RECEIVED ABB TO FINAL LNAPL IROD AND SUBMIT BY 8 AUG - *yes*  
 SODIV TO DELIVER FINAL LNAPL IROD TO STATION BY 12 AUG - *yes*

- STATION TO OBTAIN CO'S SIGNATURE BY 15 AUG - *yes*  
DANA--WHEN WILL LNAFL RAC START? - *Has been negotiated, in ABB's name  
Ebasco states they will be ready to go 6 weeks after notification.*
- 16 DANA TO FINAL ABB TECH SUPPORT SOW FOR RAD RAC BY 1 AUG - *completed*
- 17 DANA AND BK TO SET MEETING WITH ABB AND BEI TO ADDRESS BEI WPLAN  
RADIOLOGICAL COMMENTS 9 AUG - *Done*
- 18 JORGE TO SET UP MEETING INTERNAL TO FDEP RCRA TO DISCUSS OU 2  
RCRA CLOSURE PERMIT REQUIREMENTS AND PROVIDE WRITTEN RESPONSE TO  
PETERS 13 JULY LETTER TO NUZIE BY FRIDAY 5 AUG. *Done*
- 19 KEVIN TO BRING POLAROID CAMERA TO ATLANTA - *yes*
- 20 TOM TO BRING EXTRA JULY MEETING MINUTES TO ATLANTA - *yes*

## JULY PARTNERING MEETING SUCCESSES AND IMPROVEMENTS

### SUCCESSES

- 1) Knows how many balloons
- 2) Finalized entrance/exit formats
- 3) Delivered on action items
- 4) Let money go until appropriate
- 5) Everyone participates
- 6) Reached consensus faster
- 7) Communication without conflict
- 8) Members noticed concerns of other team members
- 9) Cookies were good
- 10) Breaks were adhered to
- 11) Brought external resources
- 12) Team members demonstrated commitment to process
- 13) Good closure on Murphy
- 14) Meeting started on time
- 15) Big picture view of OU-1
- 16) Some realignment of direction was accomplished
- 17) Changed agenda when necessary
- 18) Good interchange of ideas
- 19) Members stayed during hard parts
- 20) Meeting in neutral area
- 21) More input from Tier II
- 22) Little side conversations
- 23) Team more relaxed, less defensive
- 24) Team leaders kept tight agenda
- 25) Team respectful of fellow members
- 26) Kevin superb on easel
- 27) Proposed solutions clarified and summarized
- 28) End meeting on time by working together
- 29) Team interaction excellent
- 30) Tier II support excellent
- 31) Excellent chair
- 32) Excellent recorder
- 33) Trust level increasing
- 34) Finalized comments on SMP
- 35) Commitment from team to reach goals of SMP
- 36) Interaction is here to stay
- 37) Open window has grown
- 38) Hidden window has shrunk
- 39) All participated

### SUCCESSES II

- 1) Team tried to accommodate others' needs
- 2) Joking between members
- 3) Socializing
- 4) Schedule September meeting in Maine
- 5) Schedule October meeting
- 6) Completed most of aggressive agenda

- 7) Excellent job reviewing revised agenda, prioritizing, and sticking to it
- 8) Resolve tech./administrative issues as a team
- 9) We all listened more to each other
- 10) Discuss, understood, and agreed upon OU-1, 2, 3
- 11) Agreed upon non-member participation
- 12) Good feedback
- 13) Kevin's leadership

### SUCSESSES III

- 1) Worked on partnering plan
- 2) Writing down action plan
- 3) Writing down goals
- 4) Less wandering

### NEEDS IMPROVEMENT

- 1) Blew off Miriam's concerns temporarily
- 2) More breaks - especially p.m.
- 3) Not enough cookies/caffeine, soda
- 4) Directions from Kevin
- 5) Candy/gum
- 6) Hidden areas need to open more
- 7) Resolve entity/member conflict
- 8) Come back on time from breaks
- 9) Development of conflict norm
- 10) Don't get too specific on agenda
- 11) Did not complete agenda
- 12) Repeated consensus item
- 13) Team members sometimes need to pay more attention
- 14) Side conversations - no one called them
- 15) Meeting equipment - overhead
- 16) Link got too involved in technical
- 17) Wandered too much on OU-1
- 18) Review agenda right after ground rules
- 19) Meet team members concerns
- 20) Guests follow ground rules
- 21) Measures of success on agenda (topic of discussion - made clear)
- 22) More attentive to breaks
- 23) Meeting minutes not sent to everyone
- 24) Start quicker (check-in)
- 25) Time management - end on time
- 26) Loose focus on empowerment
- 27) Speed meeting minutes review
- 28) Have all copies made - handouts
- 29) List guests on agenda
- 30) Leader needs more help
- 31) Members more process watching
- 32) Missing info./communication
- 33) "What can I do to help?"
- 34) "Better, faster, more efficient"

## Meeting Format (NAS JAX IRP TEAM)

### I. TEAM MEETING INTRODUCTION

- A. Team Huddle
- B. Team Member Greeting and Check-In
- C. Assignment of Team Meeting Organizational Roles
  - 1. Meeting Team Leader/Chairperson
  - 2. Gate Keeper/Time Keeper
  - 3. Recorder
- D. Guest Introductions and Self Introductions
- E. Read Team Ground Rules

### II. INITIAL AGENDA ITEMS FOR EACH MEETING

- A. Review, Submit Revisions to, and Reach Consensus on Previous Meeting Minutes
- B. Members Report on Assigned Action Items
- C. SouthCiv Member Shall Bring Members up to Date on the Budget Execution Plan
- D. Team Member Shall Bring Members up to Date on the Implementation Schedule (The Team members will update the team on the implementation schedule for each OU. The regulators will update the team members regarding document review)

### III. AGENDA

- A. Review, Identify, and Prioritize Proposed Agenda
- B. Identify Additional Requirements for Agenda
- C. Reach Consensus on Revised Agenda Items
- D. Revise Agenda (subjects and time allocation)
- E. Develop Measures of Success for Agenda Item
- F. DEVELOP CONSENSUS ON AGENDA

### IV. IMPLEMENT THE AGENDA

### V. MEETING CLOSING

- A. Review Meeting Consensus Items
- B. Review Meeting Understandings
- C. Review Meeting Action Items
- D. Set the Next Meeting Proposed Agenda
- E. Set the Next Meeting Location, Duration, Start Time, and Chairperson.
- F. The chairperson/host will take care of the meeting room-coffee, soda, flip charts, etc.

### Team Ground Rules

1. Leave positions and uniforms at the door; everyone is equal.
2. Respect others. Listen; everyone owns part of the process, everyone needs to be heard; be succinct, actively participate.
3. Use "I" statements.
  - Don't use: "But you said..."
  - Do use: "I understood you to say that..."
4. Come to the meeting prepared; think about the meeting beforehand and bring partnering book.
5. Start the meeting on time and adhere to the agenda.
6. Achieve consensus. Bring the team to unity; you may not get unanimity.
  - Consensus: "I will agree to support the decision"
  - Agreement: "I agree with every part of the decision"
  - There is no "majority rule" in consensus
7. Propose the next meeting agenda items before hand. Decide the date/time/location before close of meeting. Location may depend on issues to be discussed. Always have at least three meetings scheduled in advance.
8. Evaluate near the end of the meeting.
  - What did you feel great about? Improve and incorporate these items into the minutes.
9. Keep accurate team records; consultant to keep notebook up to date.
10. Stay through the hard and boring parts (mentally and physically).
11. Briefly review ground rules at the start of every meeting.
12. Review the minutes of the previous meeting.
  - Objections/misunderstandings
  - Review action items
  - Review agenda
13. No hidden agendas.
14. Do not dominate the meeting.
15. No kibitzing/side conversations; pay attention.
16. Plan meetings with "real time" requirements.
17. The chair position is rotational and is designated by alphabetical order of the team members.
18. Be open-minded, flexible, and **want** to achieve consensus.
19. Team members shall enforce/follow rules.

Team Ground Rules, Continued

20. Share all information; disseminate all pertinent data in a *timely* manner.
21. Don't get stuck in personal/team paradigms.
22. Each entity must be represented at all team meetings.
23. A team decision must have consensus or it is at most an understanding.
24. Team consensus can only be reached through involvement of at least one member from each entity.
25. The "Consultants" office in Jacksonville is to be notified of any emergency absenteeism (904 269-7012).
26. A planned meeting can continue in the event of emergency absenteeism, however, the consensus decision must be postponed until involvement of all entities is attained.

## ROLES AND RESPONSIBILITIES

**CHAIR:** Appointment will be alphabetical

- Time and Gate Keeper
- Meeting schedule compliance
- Maintains adherence to agenda
- Focuses group efforts toward consensus
- Opens and closes meetings
- Chair of next meeting to issue proposed agenda to all participants 1 week prior to next meeting

**RECORDER:** Will be rotational

- Take minutes
- Transcribes and distributes minutes for the next meeting

**FACILITATOR:** Management Edge

- Keeps meeting moving
- Motivator/instructor for partnering, communication and meeting skills
- Feedback to group
- Concentrates on people not technical issues
- *Draws out non-participating members*
- Norm watcher
- Facilitates conflict resolution
- Be aware of meeting agenda

**MEMBER:** Tier I individuals

- Develops agenda for next meeting
- Attends **all** meetings
- Actively participates
- Follow team rules
- Treat all as equals
- WANT to achieve consensus
- *Bring open mind, be flexible, and be willing to compromise*
- Enforces team rules
- *Comes prepared and on time*
- Make Jax IR project #1 priority in meeting
- No hidden agendas
- Remember there is no hierarchy of organizations
- Represent your agency
- Follow Tier II objectives for partnering
- Don't get stuck in own paradigm
- Share all information
- Seek alternatives
- Seek solutions which meet consensus of team member's needs/issues
- Take direction from chair or facilitator
- Share information on issues not individuals
- Be willing to take risks

## ROLES AND RESPONSIBILITIES Continued

**Tier II Link:** James Malone or as assigned

- Coordinate Tier I and II information flow
- Will take Tier I's unresolvable issues to Tier II for resolution
- Provide feedback on group effectiveness and partnering
- Norm watchers regarding partnering
- Help facilitate informal resolution of conflict/problem/impasse
- Resource provider: Money, special information, training
- Information to and from other Tier I groups

**Host:** The member where the next meeting is to be held

- Makes arrangements in concert with that consultant for site of meeting: location, room, refreshments, directions etc...

**Consultant,  
Support,  
and Visitor:** Provide information requested by team

**TEAM MEMBERS TELEPHONE AND FAX NUMBERS**

<b>ENTITY</b>	<b>TELEPHONE</b>	<b>FAX</b>
<b>ABB-ES</b> Peter Redfern Tom Trainor	904-269-7012	904-264-5632
<b>EPA</b> James Hudson	404-347-3555 ext 6448	404-347-5205
<b>FDEP</b> Jorge Caspary	904-488-0190	904-922-4939
<b>Management Edge</b> Dick Handrahan Gayle Waldron Wandy Browne	813-397-6155 207-799-8687	813-397-6255 207-799-0157
<b>NAS JAX</b> Kevin Gartland Miriam Lareau Bill Raspet	904-772-2717 904-772-4033 904-772-2717	904-772-3858 904-772-4009 904-772-3858
<b>SouthDiv</b> Dana Gaskins	803-743-0628	803-743-0465